

Section 4 - Facility Inspection/Management

• 3-04-010 Citizens Commission on Jail Violence Sergeant

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Effective Date: 03-04-15

Revision Date: 06-16-20

Review Date: 06-16-22

Reference: MPP 2-02/080.00, **Unit Order 5-06-050**

PURPOSE OF ORDER:

~~This order establishes policy and guidelines~~ The purpose of this order is to establish procedures for Citizens Commission on Jail Violence (CCJV) Sergeant Duties for Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to ~~any~~ and all sergeants assigned to CCJV under collateral duties. CCJV sergeants are chosen at the unit commander's discretion.

ORDER:

In addition to the responsibilities outlined in MPP 2-02/080.00 "Sergeants," **PDC** South Facility CCJV sergeants ~~will~~ **shall** serve as first-line supervisors with the primary responsibility for ensuring Inmate Title 15 Compliance with the professional and ethical standards of the Department by all subordinate deputy sheriffs and civilian employees. CCJV sergeants shall strive to be positive role models and to provide leadership and training. CCJV sergeants shall ensure Inmate Title 15 compliance, while solving problems associated with all inmate programs in place at PDC South Facility.

The duties of ~~this classification~~ CCJV sergeants include the following:

Day Shift CCJV Sergeant

- Ensure all Title 15 requirements are met for the shift
- Prepare and maintain all Title 15 schedules and ensure the schedule is being followed by line personnel

- Supervise all activities in the Inmate Welfare Office during the shift
- Monitor and maintain the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB)
- Attend monthly meeting with the IRTS/DRB Lieutenant to ensure the system is updated and discuss concerns and trends
- Supervise and oversee daily activities of the Back on Track (BOT) program
- Conduct Town Hall Meetings
- Act as a programming liaison and attend all meetings required for all of the above programs
- Handle inmate and American Civil Liberties Unit (ACLU) complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- **Observe the Title 15 safety checks in two (2) random barracks**
 - **Accompany compound personnel to each barrack**
 - **Observe the safety checks to ensure proper performance**
 - **Sign and indicate the time of observation in the "T-15 Sgt Review/AM" section, on page 2 of the Uniform Daily Activity Log (UDAL)**

PM Shift CCJV Sergeant

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Monitor and maintain Custody Automated Report Tracking System (CARTS)
- Attend monthly meetings with the Compliance/Risk Management Lieutenant to discuss challenges and goals
- Conduct all duties regarding the Continuous Improvement Team
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Conduct Town Hall Meetings
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- **Observe the Title 15 safety checks in two (2) random barracks**
 - **Accompany compound personnel to each barrack**
 - **Observe the safety checks to ensure proper performance**
 - **Sign and indicate the time of observation in the "T-15 Sgt Review/PM" section, on page 2 of the UDAL**
 - **The safety check observations and the "T-15 Sgt Review/EM" section, on page 2 of the UDAL shall be completed by the EM shift watch sergeant**
- **Make face-to-face relief with main visiting sergeant and assume command of the main visiting center [REDACTED TEXT]**
 - **Ensure main visiting center is locked and secured**
 - **Ensure patrol unit personnel monitor and open/close the gate for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)**
 - **Along with the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7), verify no visitors remain at any PDC facility and all visitors have exited PDC property**
 - **Ensure main visiting exit gates are locked and secured after all visitors have left PDC property**
 - **Notify the PDC South Facility watch commander that the main visiting center is closed and**

secured

- See South Facility unit order 5-06-050 "Elmer T. Jaffe Visiting Center Procedures"

Relief CCJV Sergeant

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Conduct Town Hall Meetings
- Conduct routine audits of all ~~Uniform Daily Activity Log (UDAL)~~ to ensure all Title 15 requirements are properly documented
- Conduct appropriate UDAL training
- Act as a liaison for Religious and Volunteer Services
- Prepare monthly yard activity report for Custody Support Services
- Prepare monthly Title 15 Impact Report

In addition to the above, [REDACTED TEXT] the CCJV sergeant from each shift shall randomly select a barrack and audit one (1) Title 15 activity (e.g., outdoor recreation, linen exchange, library, etc.) from the corresponding shift on the previous day.

[REDACTED TEXT]

The CCJV sergeant performing the audit shall note the time the Title 15 activity was written in the UDAL and review the CCTV camera footage to ensure the activity was performed according to the documentation.

All audits shall be tracked on the PDC South Facility Title 15 Audit Logs located in the following South Facility shared file folder: [REDACTED TEXT]

All barracks shall be audited in at least one (1) category, at least once per quarter.

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Revision Date 10/18/19

03/04/15 SOUF

• 3-04-020 Facility Log

3-04-020 Facility Log

Effective Date: 12-04-97

Revision Date: 09-22-16

Review Date: 09-22-18

Reference: CDM 4-11/010.00

PURPOSE OF ORDER:

The purpose of this order is to outline procedures for the preparation of the daily South Facility Log.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility, specifically the watch deputy, who is responsible for preparing and maintaining the facility Log.

ORDER:

The "Facility Log" is used to record all events and incidents which occur at the facility for each 24 hour period, from 0001 hours through 2400 hours. Log entries should be made as soon as possible after each event/incident occurs, to help ensure that the information is current. The log should be typed and not handwritten.

CONTENT

All unusual or noteworthy incidents shall be recorded on the "Facility Log". In addition, the recurrent events listed below shall also be included. This list is not all inclusive, and should serve as a guide to the types of information required.

- All inmate counts
 - Specifying in the narrative whether a body or wristband count was conducted.
- All inmate transfers
 - An "Inmate Transfer" indicates the inmate(s) are no longer going to be housed at the facility and are removed from the facility count.
 - All inmate transfers into or out of the facility shall include the following:
 - The number of inmates
 - The departure and destination point
 - Mode of transportation; (i.e., via T.S.T., radio car, ambulance, etc.)
 - Unit transferring; (i.e., Adam/George unit, unit number, 7, G-7 with Deputy's name(s) and transferring deputy names)

- Reason for transfer
- Unit File or Uniform Report Number (URN)
- All inmate transports
 - “Inmate Transport” indicates inmates that are not at the facility, but their return is anticipated. These inmates shall remain part of the facility inmate count.
 - Required perimeter and security checks
 - Number of visitors and inmates who receive visits
 - Major mechanical failures
 - Escapes, including all notifications made
 - Fire Department notifications or responses to the facility
 - Training exercises, which disrupt normal operations
 - Use of chemical agents, taser, or other special weapons
 - Any significant incident of emergent or unusual occurrence
 - After-hours notifications for emergency facility repairs; the contact person at Emergency Maintenance (Twin Towers Correctional Facility), the estimated time of arrival (ETA) of the maintenance worker, and the name of the technician dispatched shall be listed.

The times listed should be as accurate as possible as the facility log is an important source for tracking our standard workload, as well as its variations.

The content on the left side of the log shall include general headings succinctly describing the type of entry being made. Headings used on the attached sample are considered standard and should be used whenever possible.

The content on the right side of the log shall be written in complete sentences, including the appropriate punctuation.

Abbreviations, slang terms, and jail specific terms such as "fish line" and "chow" shall be avoided; i.e., “fish line” and “chow”.

Multiple incoming lines occurring near the same time may be consolidated into a single entry.

Outgoing lines going to the same destination may also be consolidated, with a breakdown as to the reason below it; i.e., (e.g., custody, probation hearing, court, Men’s Central Jail, etc.).

Each entry involving an inmate count shall include a listing of the total number of pre-sentenced inmates, status 1 or 2, followed by number of sentenced inmates, status 3, then followed by the current total count.

For entries with containing numbers, other than count listings and transfers, will contain the numerical form in parentheses; i.e., (11) followed by the spelled out form; i.e., eleven. the numbers shall be documented in the following manner: three (3), five (5), eight (8), eleven (11), etc.

The time the “Inmate Orientation” video is played shall be logged daily.

APPROVAL & PROCESSING

The early morning watch deputy shall forward the completed "Facility Log," facility statistics and demographics report to the early morning watch commander for approval.

The early morning watch commander shall indicate that he/she has approved the contents of the "Facility Log" by signing the last page of the document.

The approved "Facility Log" shall then be placed on the clipboard in the watch commander's office and forwarded to operations. An electronic version of the log will be kept in the facility's computerized shared files.

- **3-04-030 UDAL Logs**

3-04-030 UDAL Logs

Effective Date: 06-10-97

Revision Date: 10-14-20

Review Date: 10-14-22

Reference: CDM 4 -11/020.00

PURPOSE OF ORDER:

The purpose of this order is to establish the use of a Uniform Daily Activity Log (UDAL) for each barrack at South Facility, to regulate its contents and to assign responsibility for its completion.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to South Facility.

ORDER:

I. ~~GENERAL~~

The UDAL is an official record of barrack activities and incidents of special concern. This log provides a means to document and evaluate compliance with Minimum Jail Standards, Title 15, California Administrative Code, and Division and Unit Orders. It also provides the means to identify certain patterns of inmate conduct, and maintain an accountability for safety equipment that is on site.

The UDAL may be utilized to verify facility compliance during inspections, audits, or in judicial proceedings. The importance of accuracy and consistent documentation cannot be overemphasized.

RESPONSIBILITIES

~~In order to maintain the accuracy and integrity of this resource document, the following procedures shall be adhered to:~~

Compound Officers Responsibilities

Compound officers shall be responsible for the following:

- Log entries
 - ~~The primary responsibility for maintaining accurate and complete log entries rests with the assigned compound officer~~
 - He/she **Compound officers** shall make real time entries of all appropriate activities and events
 - Log entries shall be completed in ink (corrections shall be made by drawing a single ink line through the error, correcting the entry, and initialing the correction)
 - All entries shall be completed prior to the end of shift and initialed by the employee making each entry
 - The following shall be entered in the log at shift change:
 - Facility, location, date, day of the week, and shift
 - Name and employee number of the assigned Shift Officer/Deputy, Shift Line Sergeant and Senior Deputy
 - Inspection of fire/safety equipment. Conduct an inventory of barrack cleaning supply locker and record on log, under unit specific information. The ambient temperature in each barrack shall be captured and recorded in each UDAL, once per shift
 - Fire hose and/or extinguisher **location**
 - **Facility** counts (shift start, and subsequent counts during shift)
 - (1) — At start of each shift
 - (2) — All subsequent counts during said shift
 - Facility conditions, ~~as noted~~, including any deficiencies, action taken by the officer and whether the problem was resolved
 - Maintenance problems, such as leaking or clogged toilets, sinks, drains, electrical problems, broken windows, B/O door locks, etc., must be logged and proper requests for service made **(maintenance deficiencies and requests are to be logged daily until repairs have been made)**
 - Inmate activities such as: **(e.g., commissary, dayroom/Indoor Rec., library, linen Exchange, mail call, meals, outdoor recreation, outerwear exchange, pill call/nurse call, religious services, school, showers, telephones, underwear exchange, video orientation, etc.)**
 - Any **n**otable occurrences, i.e., **(e.g., inmate incidents, or suspicious conduct, inspections, problems brought to staff's attention by inmates, etc.)**; ~~are to be recorded.~~

- ~~Each compound officer will walk through their assigned barracks and make safety inspections at a minimum of once per hour. In the event the Intermec Scanning system is not functioning, the Title 15 Officer will be responsible to log and document security checks in the UDAL. Any safety problems will be noted in the log. If it is a problem that needs to be remedied immediately, the problem will be brought to the on-duty Watch Sergeant's attention. If it is a minor problem that can be addressed by a maintenance request, then a request will be submitted to the maintenance office.~~
- **Safety/security checks (once per hour)**
- ~~In the event an inmate sustains a medical emergency or requires immediate medical care ("Man down"), the Compound Officer is responsible to log the inmate's full name, booking #, time, nature of the problem and the disposition on the back page of the UDAL, under Medical Events.~~
- **"Man down" or inmate medical emergencies (requires documentation of inmate name, booking number, description of emergency, and disposition)**

~~B. Line Sergeant's/Seniors Responsibilities~~

~~1. The Line Sergeant and Senior shall inspect and sign barrack logs daily during the course of their tour of duty (once per shift). They shall assist Senior Deputies in the planning of training sessions for compliance with regard to the maintenance of these logs. Inmate request/complaint forms from each compound, shall be collected, counted and documented in the UDAL once per shift by the Line Sergeant (minimum rank).~~

Line sergeants and supervising line senior deputies shall be responsible for the following:

~~C. Title 15 Sergeant's Responsibilities~~

~~1. When a barrack UDAL book has been completed, it shall be submitted to the Title 15 Sergeant and a new book obtained. The Sergeant shall ensure the starting and ending dates utilized in the log are clearly marked on the cover. The completed log will then be delivered to the Operations section and placed in the unit's archives. Log books shall be maintained for five years.~~

- **Collect the UDAL books when they are completed and provide the compounds with a new supply (monthly)**
- **Ensure the start/end dates are clearly marked on the covers of completed UDAL books**
- **Deliver the completed UDAL books to operations**

~~D. Watch Commander Responsibilities~~

~~Watch Commanders shall inspect and sign barrack logs at least once per week, during the course of their duties.~~

Watch commanders shall be responsible for the following:

- Inspect and sign all UDAL books at least once per week

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• **3-04-040 Kitchen Dock and Delivery Procedures**

3-04-040 Kitchen Dock and Delivery Procedures

Effective Date: 12-04-95

Revision Date: 06-29-18

Review Date: 06-29-20

Reference: CDM 5-01-000

PURPOSE OF ORDER:

[REDACTED TEXT]

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, specifically personnel assigned to work at the ODR and IDR. ~~Kitchen Officers.~~

ORDER:

The double kitchen doors between the inmate dining room area and the kitchen loading dock at the IDR shall remain secured during meal periods when the general inmate population is present.

Perimeter gates shall remain secured when South Facility inmates are present in the dock area. [REDACTED TEXT] No inmates will be allowed in the dock area when the perimeter gates are open or unlocked. At no time will inmates be left unsupervised in the dock area.

~~The food for the inmates' evening meal shall be delivered before inmate workers are picked up for work. When the delivery truck is loaded and ready to make delivery to the South Facility Kitchen IDR, the Ranch Kitchen Officer ODR personnel shall make notification to notify the South Facility Kitchen Officer IDR personnel. The South Facility Kitchen Officer shall ensure the dock area is clear of inmates and that all kitchen inmates are secured and accounted for in the South kitchen or dining area or in the Inmate Dining Room (IDR). The South Facility Kitchen Officer will ensure that all doors/gates leading to the South Facility Kitchen~~

dock area are secure. The South Facility Kitchen Officer will then notify the Ranch Kitchen Officer that the dock is secure and ready for the delivery truck.

[REDACTED TEXT] The keys to the delivery truck shall be removed from the vehicle and held by the Ranch Kitchen Officer **IDR personnel** (refer to Unit Order 3-08-140 **3-05-150**, Vehicles inside Security). The Ranch Kitchen Officer will walk outside of the dock security gates, re-secure the gates and place the gate key back into the lockbox. They will then notify the South Kitchen Officer **ODR personnel** that the dock is secured and the truck has been delivered. The Ranch Kitchen Officer will take the keys for the delivery truck to the South Kitchen Officer, via the front desk.

At all times when the delivery truck is parked in either the Ranch Facility, South Facility or South Facility dock area, the vehicle keys shall be kept on the Kitchen Officer's person and never left in the truck. The cab windows shall be rolled up and the cab doors locked.

When the delivery truck is parked at the IDR/ODR dock area, it shall be parked with the windows rolled up and the cab doors shall be kept locked at all times. The key shall be kept by IDR/ODR personnel and never given to inmates for any reason.

Once notified of the truck being secured the truck is secure inside the perimeter gates, the South Kitchen Officer **IDR personnel** will pick up the inmate workers and supervise the unloading of the truck by the inmate workers. While inmates have access to or are present on the kitchen **IDR loading** dock, an officer shall always be present. At no time will inmates be left unsupervised in the dock area.

At all times when the Kitchen Officer is unable to personally supervise the inmate workers in the Kitchen (when inmates are actually present), he/she shall ensure that an officer from the compound is present in the kitchen as a replacement until his/her return.

Inmates shall never have unsupervised access to any secured area of the IDR (e.g., staff security office, staff restroom, supply closet, loading dock).

Once the evening meal has been served and all food containers have been cleaned, they shall be loaded back into the delivery truck. After the kitchen has been cleaned and the delivery truck completely loaded with the cleaned food containers, the kitchen inmates should be accounted for, searched and sent back to their barracks. The South Kitchen Officer **IDR personnel** will then drive the delivery truck back to the Ranch Kitchen and deliver the keys to the Ranch Kitchen Officer **search the truck to ensure no inmates are hiding or left inside, and search the loading dock area. IDR personnel shall then secure the truck key and notify ODR personnel that the truck is ready for pickup.**

Prior to opening Gate #22 and driving the delivery truck from the secured South Facility dock area, the Kitchen Officer shall make a thorough inspection of the truck to ensure that an inmate is not hiding within or underneath the vehicle.

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12/04/95 SOUF

~~• 3-04-050 Facility and Equipment Inspections~~

~~3-04-050 Facility and Equipment Inspections~~

~~Effective Date: 04-18-00~~

~~Revision Date: 02-10-10~~

~~Review Date: 11-26-12~~

~~Reference: CDM 3-06/020.00-3-06/060.00, Title 8, CEO Order 09-13-07~~

~~PURPOSE OF ORDER:~~

~~This order establishes policy and guidelines for routine facility inspection procedures and mandated Quarterly Safety Inspections.~~

~~SCOPE OF ORDER:~~

~~This order applies to the specified South Facility personnel as denoted below.~~

~~ORDER:~~

~~Daily Security:~~

~~Each Compound Prowler, for each shift will be responsible for a security inspection of all compound fences and gates, once per shift. Each Compound Prowler, as soon as possible upon making relief, shall walk the perimeter of their respective compounds in order to physically ensure the fences are in good condition and the gates are secure. Upon completion of this inspection, the Compound Prowler shall note the inspection in each of the Uniform Daily Activity Logs in that compound.~~

~~Each Deputy and Custody Assistant, during the course of their shift, shall physically inspect the fire safety equipment (i.e.; turn-out gear, air packs, fire masks and helmets, and fire extinguishers) maintained within their respective locations at the facility. These inspections shall be documented for each shift in the UDAL books at the respective officer's stations.~~

~~Personnel assigned to Adam Unit 5 and Adam Unit 6 for each shift, will be responsible for a security inspection of all inner and outer perimeter fences and gates. This shall be accomplished by both units walking the entire dog run surrounding the facility and physically ensuring each gate is secure and the fences are in good condition.~~

After each inspection, the inspecting unit shall notify the Watch Deputy. The Watch Deputy shall make document the completed inspection in the Facility Log, noting the results and the time the inspection was completed. The Watch Deputy shall notify the

Watch Commander, who will make an entry of any significant incidents regarding the inspection in the Watch Commander's Log.

If during any of the facility security inspections, security hazards or potential security hazards are discovered, the employee who discovers the hazard shall immediately notify the Watch Sergeant or Watch Commander.

Routine Facility Inspection:

To ensure that key areas of the facility are inspected adequately, the Line Lieutenant with the assigned collateral duties of "Facility Inspections" shall inspect the following areas once a week:

- Facility interior
- Facility exterior
- Operations
- Equipment, i.e. emergency, firefighting and armory.
- Personnel
- Morale and well-being of inmates and officers
- Fire and safety hazards

The inspecting officer is obligated to conduct a thorough inspection of each specific area, and is not limited to the listed areas.

The completed checks, including findings and/or remedial action taken or recommended, shall be noted in the Watch Commander's Log and submitted to the Unit Commander. The Unit Commander shall review and note any further remedial action which may be warranted.

Mandated Facility Safety Inspection:

As required by the Health and Safety/Risk Management Unit, a separate "Safety Inspection" shall be completed and submitted on a quarterly basis. The Operations Sergeant shall ensure that the Facility Maintenance Coordinator/Safety Officer shall conduct a thorough inspection of the facility. The inspecting facility Maintenance Coordinator/Safety Officer shall fill out the two page "Quarterly Facility Self-Inspection Checklist" noting any safety hazards.

Upon completion, the form shall be submitted to Operations. After approval, one copy shall be made and maintained for one year by Operations. The original form shall be forwarded to Health and Safety/Risk Management Unit for final submission to the Chief Executive Officer's (CEO) office.

Monthly Facility Security Checks:

To ensure adequate inspection procedures, the South Facility Lieutenant who has the "Facility Inspections" collateral duty shall conduct a facility security inspection once a month.

The Facility Maintenance Coordinator/Safety Officer shall be responsible for testing all of the facility barracks rear fire door alarm systems, to ensure they are in good working order and have not been tampered with. Upon inspecting these doors, the Maintenance Coordinator/Safety Officer shall email the South Facility Lieutenant who has the "Facility Inspections" collateral to advise of his/her findings. The discovery of any inadequacy shall result in the immediate action by the inspecting Lieutenant to correct the problem.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the Unit Commander. The Unit Commander shall review and note on the report any further remedial action which may be warranted.

Fire Inspection:

An inventory and inspection of the fire equipment will be conducted monthly by the Sergeant with the assigned collateral duty of "Fire Safety". The Fire Safety Sergeant shall additionally coordinate and document annual Fire Safety Inspections with the Los Angeles County Fire Department. All inspections, results and corrective actions taken shall be documented in the Unit Inspection Log.

The completed checklists shall be retained in the Operations Office for one year.

• **~~3-04-060 Facility Parking~~**

~~3-04-060 Facility Parking~~

~~Effective Date:~~ 06-01-07

~~Revision Date:~~ 01-07-08

~~Review Date:~~ 10-03-12

~~Reference:~~ MPP 3-01/030.10; CDM 3-01/070.00

~~PURPOSE OF ORDER:~~

~~To establish parking procedures for vehicles on the Pitchess Detention Center property.~~

~~SCOPE OF ORDER:~~

~~This order shall apply to all personnel assigned to the Pitchess Detention Center, South Facility.~~

ORDER:

South Facility employees shall park their personal vehicles in designated parking areas only and shall **not** park in any manner that is unlawful or presents a hazard. This includes, but is not limited to, parking in red fire zones, parking in posted "no parking" areas, unlawfully parking in handicapped spaces, or parking in spaces specifically designated for another.

On every shift, Deputy personnel assigned to **roving patrol unit (Adam)** Unit 5 shall regularly monitor the parking areas for compliance with this order. Any vehicle found parked in an unlawful manner will be issued a "Custody Division Notice of Parking Violation." Any employee receiving such a notice is subject to counseling and/or disciplinary action (refer to MPP Section 3-01/030.10, Obedience to Laws, Regulations, and Orders).

Citations issued as a result of a parking violation will be dealt with in accordance with the procedures set forth in Custody Division Manual Section 3-01/070.00, which prescribes informal counseling for the first violation, a performance log entry for the second violation, and a formal written reprimand for the third violation. Subsequent violations shall result in discipline to be determined at the discretion of the unit commander. Each citation issued shall be retained in a file and remain active for a period of one year, after which it will no longer be considered for disciplinary action.
